



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Chief, NCTC Public Affairs Specialist

**Position Number:** 18965

**Position Grade:** GS-15

**Salary Range:** \$122,530 - \$172,500 (Not Applicable for Detailees)

**Vacancy Open Period:** 8/3/2021 – 9/1/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/SC/PAG

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

An internal cadre candidates to fill a GS-15 cadre position.

A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.

## For a cadre assignment:

Current ODNI permanent cadre.



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## **For a detailee assignment:**

Current Federal Government employees. (Current GS employees at the same grade or up to one grade lower than the advertised position grade may apply.)

## **Salary Determination**

The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission:**

The Office of Strategic Communications is the trusted voice of the ODNI. We are transforming the way the ODNI engages with the public, the media, and the workforce while investing in every one of our employees. We tell today's intelligence stories to support tomorrow's mission. The Office of Strategic Communications is charged with positioning the IC for the future through consistent and focused messaging and engagement that clearly communicates the vision, mission and direction of the IC over the next 5-10 years.

The IC's mission is the subject of Hollywood movies, drama series, and front-page news. This position gives you the chance to do what all of those producers, writers, and journalists wish they could – tell the IC story from the inside. We are seeking creative, dynamic and forward thinking communications officers to develop and deliver communications to a wide range of internal and external stakeholders.

## **Major Duties and Responsibilities**

Lead efforts to provide the full suite of communications products and services to the Office of the Director of National Intelligence (ODNI)'s National Counterterrorism Center leadership and components.

Provide expert advice and counsel to NCTC leadership on the development of internal communications, strategic communications, and media relations.

Lead the continued implementation of the shared service construct for NCTC's Public Affairs Office, ensuring strong linkage with the ODNI Office of Strategic Communications and providing consistent and high quality support to NCTC.

Lead the development of executive-level speeches, remarks, talking points, news stories, web content, and other communications products that effectively convey NCTC's, the ODNI's and the IC's mission and key messages.

Develop and lead the execution of comprehensive communications plans; plans should include, but not be limited to, goals and objectives, situational analysis (threats and opportunities), key messages, target audiences, and planned communications events, programs, and activities.



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Develop and disseminate information to stakeholders using a full range of media, communication methods, and platforms—including the web and social media—to enhance communications objectives of NCTC. Examples of methods may include Town Halls, roundtables, NCTC executive-level speeches and Congressional testimony, workforce messages, brochures and publications, multimedia and/or video presentations.

Develop and maintain productive working relationships with staff in other communications organizations in the Intelligence Community (IC) and, as appropriate, members of the media, community leaders, policy groups, and/or concerned constituencies to provide information about NCTC's mission, programs, and activities.

Lead, direct, and continually refine end-to-end communications procedures, business practices, and processes for best effect and maximum efficiency.

Establish, enable and support a culture of excellence and inclusion.

## **Mandatory and Educational Requirements**

Demonstrated knowledge of the ODNI, IC, Congress, and the overall national security apparatus

Expert experience in media relations, public relations, journalism or serving as a press secretary in U.S. government, or relevant private sector work.

Proven ability to design and implement innovative and successful communication strategies for IC initiatives and programs.

Expert oral and written communication skills with the ability to conduct and lead independent research, filter and synthesize data, and produce clear, logical, and concise products.

Demonstrated experience in crisis communications.

Superior interpersonal skills and the ability to interact with a variety of audiences and convey information to a variety of audiences with different levels of comprehension of ODNI's mission, vision and goals.

Proven ability to work with senior officials, to build and sustain professional networks in a fast-paced, multi-tasked environment, and to manage competing priorities.

Superior analytical and critical thinking skills.

Current TS/SCI required.

## **Desired Requirements**

None.



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## Key Requirements and How to Apply

### Internal ODNI Candidates:

#### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDN! website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

#### Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applicants from federal agencies outside the IC should be sent to either DNI\_COO\_HRM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: DNI-HR-HRM-TEAMA-Mailbox@cia.ic.gov

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_Reasonable\_Accommodation\_WMA@cia.ic.gov and DNI\_Diversity\_WMA@cia.ic.gov, by unclassified email at DNI\_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**